**Procedure for changing terms of approval within 6 working days of a child being placed.**

Terms of approval can only be amended following a foster carers review **(as outlined in Reg. 28 of the Fostering Regulations (England) 2011)** and with the Agency Decision Maker’s (ADM) agreement to the amended terms.

In July 2013, Regulation 28 of The Fostering Regulations (England) 2011 was amended (as set out in **The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013 (8)**) to allow this decision to be made without the need to issue a qualifying determination first. The issuing of a qualifying determination previously delayed the implementation of any change for 28 days, even where the foster carers were in agreement with the change. Where the fostering service provider proposes only to change the terms of approval, a decision can now be made to change them with immediate effect provided that:

• The service provides a statement setting out whether the fostering service provider considers that the foster carer or member of their household (including any children placed) may have additional support needs as a result of the proposed change and, if so, how those needs will be met; and

• The service requests and receives the foster carer’s agreement in writing to the proposed revision of terms.

Six days is a short period of time to undertake a review, especially as placement outside a foster carer’s terms of approval is only permitted where it is necessary to place in an emergency. The Fostering Network suggests that fostering service providers may need to develop a process for a quick review for use in such circumstances, and establish an agreement with the decision maker that s/he will deal with such reviews as a matter of priority.

Therefore as per **The Care Planning, Placement and Case Review and Fostering Services (Miscellaneous Amendments) Regulations 2013 (8)** if a change of approval is required after a placement made outside of a foster carers approval term please use the following procedure and flowchart:

1. Emergency placement made – requirement for more than 6 days and outside of foster carers approval range
2. Update foster carers annual review (see note 1) and hold emergency review within 6 days recommending new approval range.
3. Complete Change of approval form – this should be signed by foster carers and Fostering Team Manager
4. Copy of annual review and signed copy of change of approval form to be forwarded to Agency Decision Maker (ADM).
5. ADM authorisation to change approval required within the 6 days of the placement starting for it to continue.
6. If authorisation to change terms of approval is not given by the ADM then the looked after child must be moved after 6 days.

Note 1.

Completing an annual review for changing terms of approval within the 6 day deadline will be very difficult. Therefore the review should be updated with any further children placed since the last review, any significant changes and verbal feedback from the children’s SW and IRO if possible. The most important part of the review update is to provide a statement of why the change in terms of approval is required and if any additional support will be required for the foster carers or household members as a result of the change and information on how this will be met. This statement can then be copied into the ‘Priority Change to Fostering Terms of Approval’ form which is completed for the ADM.

The chair of the annual review should decide when a further full review should be completed, this should be within 3 months.

**LBH Emergency Placement**

1 day can be approved by ATM more than 1 day to be approved by FTM

 YES

NO

Outside of foster carer approval?

 YES

NO

Is placement needed for 6 days or more?

NFA

**ALL THIS MUST BE COMPLETED WITHIN 6 DAYS OF PLACEMENT STARTING**

FT Manager Approval required for up to 6 days

NFA

Will placement need to continue past 6 days?

NO

NFA

 YES

Advise FT manager, if appropriate to continue follow changing term of Approval procedure.

* Update FC annual review and Hold emergency review

Is recommendation from review to change approval range?

NO

Placement must end within 6 days

 YES

Complete priority change to fostering terms of approval form signed by FC and FT manager

Copy of A/R & change of approval form to ADM

Deferred

ADM decision required within the 6 days

Action within the 6 days +re submit

ADM approval

Placement can continue with new terms of approval

ADM declined

Placement must end within the 6 days

**LBH Priority Change to Fostering Terms of Approval**

**Foster Carer Name/s**

**Address**

**Date of Annual Review**

**Previous terms of Approval**

**Proposed Terms of Approval**

**Statement**

***This should set out:***

* ***Why we have requested the change in terms of approval***
* ***If any additional support may be required for the foster carers or household members as a result of the change of approval and if so how this will be met***

**Signed Date**

**Foster Carer**

**Social Worker**

**Fostering Team Manager**

**(Please present this form along with the annual review to the ADM)**

**ADM Decision**

***(Delete as appropriate)***

* **I recommend that the above foster carers terms of approval are changed to the terms proposed by the social worker and reviewing officer.**
* **I DO NOT agree with the recommended terms of approval.**
* **Defer recommendation – Please provide further information to support the change as noted below.**

**ADM Decision Notes**

**Signed Date**

**Agency Decision Maker**